

# Tenants: Common Mistakes on the Application

- **Did you provide an up-to-date lease or rental agreement?**
  - If you do not have a lease, you can create a rental agreement with your landlord and include the following information: terms of the rental agreement, monthly rent amount, and number of adult occupants. Make sure both the tenant and landlord sign this agreement.
- **Do you have an adequate rental arrears schedule that shows past due rent month by month?**
  - If you owe rent and did not upload a document under the "Past Rent Due" section in the Documents tab, please download and fill out the Rental Arrears Form (on our website).
- **Do you have one month-worth of income documentation?**
  - Remember, the amount of documentation depends on the frequency of your pay period. For example, if you get paid weekly, provide 4 pay statements; if you get paid bi-weekly, provide 2 pay statements.
  - If you do not make any income, please fill out the "Income Attestation Form" available in the Income tab. Upload this document to the "other income" section.
- **Did you complete every section of the application including all documentation?**
  - There should be blue check marks next to all your tabs.
- **Did you reference the Documentation Matrix to make sure you are providing acceptable supporting documents?**
  - If you need help understanding the Document Matrix, you can contact your local UniteCT Resource Center.

**For more information:**



[www.UniteCT@ct.gov](http://www.UniteCT@ct.gov)



[DOH-UniteCT@ct.gov](mailto:DOH-UniteCT@ct.gov)



**1-844-UniteCT**  
**1-844-864-8328**



# UniteCT Resource Center:

If you have application specific questions, they can help!

### **BNT (Bridgeport Neighborhood Together)**

- 570 State Street, Bridgeport, CT 06604
- (203) 290-4255

### **The Workplace**

- 1000 Lafayette Blvd -Suite 501, Bridgeport, CT 06604
- (203) 610-8500

### **Community Renewal Team**

- 555 Windsor Street, Hartford, CT 06120
- (860)560-5177

### **Mutual Housing Association of Greater Hartford**

- 95 Niles Street, Hartford, CT 06105
- (860) 206-5270

### **Urban League of Greater Hartford**

- 140 Woodland Street - 4th Floor, Hartford, CT 06105
- (860) 527-0147

### **Neighborhood Housing Services of New Britain**

- 223 Broad Street, New Britain, CT 06053
- (860) 224-2433 ext 121

### **Neighborhood Housing Works New Horizons**

- 235 Grand Avenue, New Haven, CT 06513
- (203) 562-4514

### **Urban League of Southern Connecticut**

- 137 Henry Street - Suite 202, Stamford, CT 06901
- (203) 327-5810

### **Neighborhood Housing Services of New Haven**

- 333 Sherman Avenue, New Haven, CT 06511
- (203) 562-0598

### **Urban League of Southern Connecticut**

- 458 Grand Avenue, New Haven CT 06513
- (203) 327-5810

### **Capital for Change**

- 10 Alexander Drive, Wallingford, CT 06492
- (203) 789-8690

### **Neighborhood Housing Services of Waterbury**

- 193 Grand Street - 3rd Floor, Waterbury, CT 06702
- (203) 753-1896

### **New London Homeless Hospitality Center**

- 730 State Pier Rd, New London, CT 06320
- (860) 439-1573

### **TVCCA**

- 401 W. Thames St.- Unit 201, Norwich, CT 06360
- (860) 889-1365

### **Access Agency**

- 231 Broad Street, Danielson, CT 06239
  - (959) 444-0407
- 1315 Main Street, Willimantic, CT 06226
  - (959) 444-0407